

**RECRUITMENT AND TRAINING
FOR PUBLIC SERVICE EMPLOYMENT**

I. LEGAL AUTHORITY:

Rehabilitation Act of 1973, as amended by P.L. 99-506; Section 103(a)(7), CFR 361.42(11).

II. POLICY STATEMENT AND PURPOSE:

In order to insure that individuals with disabilities have every opportunity to engage in meaningful, gainful employment, the Office of Rehabilitation Services will explore and/or create new opportunities in public service employment while complying with existing state personnel policies and procedures and union contracts.

III. PROCEDURES:

A. Counselors will be informed of and utilize all available opportunities including, but not limited to, the following:

1. Special list for eligible individuals with disabilities:
 - a. Discuss eligibility list with supervisor;
 - b. Prepare memo justifying how functional limitations will not allow individual with disability to compete in civil service examinations even with reasonable accommodations;
 - c. Describe how the individual qualifies for the job;
 - d. Prepare copies of all medical and diagnostic reports, attach resume, work history, school grades and test results when appropriate; and
 - e. Submit the entire package to the assistant administrator for review and final approval.
2. Form a special relationship with the Agency's placement unit for:
 - a. Exploring and providing technical assistance for accessing civil service examinations;

- b. Explore Federal job service - Schedule A/ Schedule B opportunities;
 - c. Explore available opportunities within the state:
 - (1) Non-competitive jobs;
 - (2) Unclassified positions;
 - (3) Entry level positions.
- 3. People in Partnership;
- 4. Research available educational opportunities within the public sector;
- 5. Provide technical assistance in reasonable accommodations to federal, state and municipal branches of government;
- 6. Utilize marketing strategies with public service employees;
- 7. Federal non-paid work experience slots for individuals with "targeted" disabilities:
 - a. Veterans Administration;
 - b. Internal Revenue Service; and
 - c. Small Business Administration.
- 8. Cooperative agreement with Post Office including specialized vocational evaluations for selected post-office jobs.